

## **Job Description - Vice Principal**

### **Educational Qualifications**

- Postgraduate Degree in Education or a relevant academic discipline
- B.Ed. – Mandatory
- M.Ed. or an internationally/nationally recognized Leadership Certification – Mandatory
- Minimum 5 years in an academic leadership role (e.g., HOD, Academic Coordinator, School Administrator, or equivalent)
- Prior experience in a CBSE-affiliated school of repute
- Proven track record of managing senior school academics, teacher development, and student outcomes.

### **Preferred Attributes:**

- Exposure to global best practices in education, 21st-century learning frameworks, and NEP-aligned reforms
- Strong understanding of curriculum design, assessment systems, and instructional leadership
- Experience in leading cross-functional teams, school operations, and strategic initiatives
- Excellent verbal and written communication skills with stakeholder management capability
- Technologically adept and familiar with EdTech tools, digital assessments, and data-driven decision-making
- Committed to ethics, discipline, innovation, and holistic student development

### **Core Responsibilities:**

- Collaborate closely with the Principal in academic and administrative leadership
- Supervise and elevate curriculum delivery, classroom instruction, and learner engagement
- Design and lead structured faculty development programs and performance evaluations
- Ensure compliance with CBSE norms, regulatory guidelines, and internal quality benchmarks
- Oversee the preparation and successful execution of board examinations and audits
- Champion the integration of technology, innovation, and global perspectives in teaching-learning
- Manage student discipline, parent communication, and school policies with sensitivity and authority
- Serve as a strategic advisor on academic planning, innovation, and institutional growth